

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Personal Files – Annual Confidential Report of Gazetted Officers/Non-Gazetted Officers – Modified format – Orders – Issued.

GENERAL ADMINISTRATION (SER.C) DEPARTMENT

G.O.Ms.No. 580

Dated 12-10-2011.

Read the following:

1. G.O.Ms.No.144, General Administration (Ser.C) Dept., dated 25-4-1998.
2. G.O.Ms.No.145, General Administration (Ser.C) Dept., dated 25-4-1998.
3. G.O.Ms.No.87, General Administration (Ser.C) Dept., dt.24-3-2003.
4. From the Director General, Anti Corruption Bureau, A.P., Hyderabad Letter C.No.155/ACB-RPC (c) /2010, dated 6-12-2010.

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O R D E R:

In the G.Os 1st and 2nd read above, orders have been issued modifying the format of Annual Confidential Reports of Gazetted Officers/Non Gazetted Officers. In the G.O. 3rd read above orders were issued adding a column to the existing modified Annual Confidential Reports to intimate the date of submission of Annual Property Returns statement pertaining to the year after column 15 in Form-A, Part-II as 15 (a) in respect of Non Gazetted Officers and after column (10) in Form 'A' , Part-II as 10 (a) in respect of Gazetted Officers;

2. In the letter 4th read above, the Director General, Anti Corruption Bureau has requested to issue an amendment to the existing revised format of Annual Confidential Reports to include the date of submission of Annual Property Returns by the employee and a column for signature of the employee in the bottom of the form for both Non Gazetted Officers and Gazetted Officers in additional column as Column No.4 in Form 'A' Part-I of the Annual Confidential Reports after column No.3.

3. After examining the matter, it is decided to issue the following amendments to the format to the Government Orders 1st and 2nd read above:-

AMENDMENTS

- I. In Annexure to G.O.Ms.No.144, General Administration (Services. C) Department, dated 25-4-1998 in Form-A in part-I after the Sl.No. 3, the following shall be added namely-

"4. Date of submission of Annual Property Returns and Signature of the individual."
- II. In Annexure to G.O.Ms.No.145, General Administration (Services. C) Department, dated 25-4-1998 in Form-A in part-I after Sl.No.3 of the following shall be added namely:-

"4. Date of submission of Annual Property Returns and Signature of the individual."

Contd.,

4. The Amended format of Annual Confidential Reports (Form-A, Part-I) of Gazetted /Non Gazetted Officers of State Government employees is enclosed to this order and Government direct that the format shall be followed hence forth.

5. The Departments of Secretariat, Heads of Departments and District Collectors shall bring this amendment to the notice of all concerned to follow scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B. VENKATESWARA RAO,
SECRETARY TO GOVERNMENT. (SERVICES & HRM)

To
All the Departments of Secretariat. (w.e)
All Heads of Departments. (w.e)
All District Collectors.(w.e)
The Secretary to Vigilance Commissioner,
A.P. Vigilance Commission, Hyderabad. (w.e)
All Service Sections in General Administration Department. (w.e)
The General Administration (Spl.C) Dept.(w.e)
Copy to:
The Director General, Anti Corruption Bureau, Hyderabad. (w.e)
Law (E) Dept., (w.e)
P.S. to Special Chief Secretary to Govt., C.M's Office.(w.e)
P.S. to Secy. (Ser)(w.e)
SF/Sc.

//forwarded :: by order//

SECTION OFFICER.

ANNEXURE
FORM-A
PART-I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (not more than 50 words).

2. Please specify important items of work in order of priority where in quantitative / physical / financial targets / objectives / goals were set for you or set by yourself for the reporting year and achievements made.

Item of Work.	Physical or financial target / Objective/ goal	Achievements
1.		
2.		
3.		
4.		
5.		

3. (a) In case of a short fall of expected quality/quantity of performance please state the reasons.

(b) Please indicate your contribution in case of significantly higher achievement of the target / goal / objective.

4. Date of submission of Annual Property Returns:

SIGNATURE.